



New South Wales Branch Rules

(To be read subject to the Society's Rules and By-laws. Most recently amended September 1996, July 1998, September 2011, 20 March 2013 and 15 May 2013)

1. Authority

These rules have been drafted in accordance with the Australian Society of Archivists Rules & By-Laws.

2. Objectives

The Branch aims to promote, at the Branch level, the objectives of the Society as set out in its Rules.

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In these rules the following definitions shall apply:

- (a) "Society" shall mean the Australian Society of Archivists Incorporated;
- (b) "Branch" shall mean the New South Wales Branch of the Society.

4. Membership

All members of the Society who have their mailing address for communications in New South Wales shall be deemed to be members of the Branch, except that a member may opt to belong to a Branch in an adjacent State or Territory, or may elect not to belong to a Branch.

Members of the Society residing in an adjacent State or Territory may elect to belong to the Branch.

5. Branch Executive [or Committee]

The management of the Branch shall be vested in a Committee, which:

- (a) shall consist of a Convenor, Secretary, Treasurer and up to three other members;
- (b) shall be elected at the annual general meeting of the Branch and shall hold office until the close of the following Annual General Meeting;
- (c) shall meet at such times and in such manner as it may see fit;
- (d) shall have power to co-opt such additional members as it may see fit.

6. Annual General Meeting

The Branch shall hold an Annual General Meeting no later than two months after the annual general meeting of the Society.

7. General Meetings

The Branch shall hold at least three General Meetings, provided however that the Committee shall call a General Meeting within three weeks of the receipt by it of a requisition for such a meeting signed by at least ten members of the Branch.

The quorum for a General Meeting of the Branch shall be ten members of the Branch, and at least seven days written notice shall be given to all members of the



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Branch; notice of meetings may include agenda items, but matters not included in the agenda may also be introduced, discussed and resolved at a meeting, with the exception of motions to change these rules under Rule 17.

8. Conduct of Meetings

Meetings of the Branch shall be conducted in accordance with the Standing Orders and By-Laws of the Society.

9. Financial Year

The Branch's financial year shall be the 12 months commencing on 1 July and concluding on the following 30 June.

10. Bank Account(s)

The management of the Branch shall be vested in a Committee, which may operate such bank accounts in the name of the Branch as it may think fit, provided however, that all drawings on such bank accounts shall be signed by at least two of the elected members of the Committee.

11. Duties of the Convenor

The Convenor shall preside at all meetings of the Branch and of the Branch Executive/Committee at which she/he is present, and in his/her absence the meeting may appoint a deputy to preside. The presiding officer at meetings shall not have a casting vote, but shall have a deliberative vote.

12. Duties of the Secretary

The Secretary shall keep, or cause to be kept, minutes of all meetings of the Branch and of the Branch Committee, and shall maintain all records, except financial records, of the Branch as directed by the Branch Executive/Committee or the Council of the Society.

13. Duties of the Treasurer

The Treasurer shall keep, or cause to be kept, tax invoices and receipts, and shall present these with a completed bank reconciliation form to the Finance Officer of the national office of the Society on a monthly basis, in accordance with the "*Finance Procedures for Branches*" guidelines.

14. Management of Property

The management, custody, and trust of the records and assets of the Branch shall be vested in the Branch Executive/Committee.

15. Audit

At each Annual General Meeting, the Branch shall appoint two of its members (not being members of the Executive/Committee) to act as auditors for the ensuing financial year and they shall report the results of their audit to the next Annual General Meeting.



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16. Sub-committees

The Branch may appoint sub-committees which must report to each ordinary Branch meeting.

17. Amending rules

These rules may be amended at any General Meeting by a simple majority vote, providing that notice of such motion is included in the notice of the meeting and that the amendments are in accordance with the rules and by-laws of the Society.

18. Winding up

In the event of the Branch ceasing to exist for any reason, all records and assets of the Branch shall be vested in the Council of the Society, after the settlement of any debts and the collection of monies owed.